

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Arlington, VA		2. POSITION NUMBER <i>N17181</i>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13	<i>001</i>
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE STEVE SHAPIRO		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e. CERTIFICATION AND WORKER PROTECTION BRANCH		
b. AA FOR PREVENTION, PESTICIDES AND TOXIC SUBSTANCES			f.		
c. OFFICE OF PESTICIDE PROGRAMS			g.		
d. FIELD AND EXTERNAL AFFAIRS DIVISION			h. EPAYS Organization Code 75065002		
8. SUPERVISORY/MANAGERIAL DESIGNATION — [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities and include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide. — [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. — [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. — [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. — [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Cathleen C. Kronopolus, Chief Certification and Worker Protection Branch			d. Typed Name and Title of Second-Level Supervisor Anne E. Lindsay, Director Field and External Affairs Division		
b. Signature <i>Cathleen Kronopolus</i>		c. Date <i>4/28/97</i>	e. Signature <i>Anne E. Lindsay</i>		f. Date <i>4/29/97</i>
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: <u> </u>			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code <u> </u>
d. Bargaining Unit Code <i>0011</i>	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<u> </u> % of time)		f. Signature <i>H</i>		g. Date <i>5/97</i>
11. REMARKS <i>Low Res = 1</i>					

POSITION DESCRIPTION

Environmental Protection Specialist, GS-13
Certification and Worker Protection Branch
Field and External Affairs Division

Introduction

The Field and External Affairs Division (FEAD) is broadly responsible for coordination of strategic program policies and regulations; for working with EPA regional offices, states, tribal governments and others to develop and implement programs in the field; and for program outreach and communications.

The Certification and Worker Protection Branch (CWPB) is generally responsible for two regulatory field programs, specifically, OPP's *Certification of Pesticide Applicators* and *Worker Protection Standard* regulations.

Certification and Training. CWPB is responsible for assuring that pesticide applicators are certified and that training is available as required by FIFRA sections 1-1 and 23 and under 40 CFR Part 171. These goals are accomplished by developing National Program standards and overseeing their implementation by states; providing grants for certification; working with the U.S. Department of Agriculture/Extension Service to provide training as well as foster the development of training aids and materials. CWPB manages OPP's total effort regarding private and commercial applicator certification and training programs which assures the availability of restricted use pesticides for use by competent applicators.

Worker Protection. CWPB is responsible for directing and overseeing a agricultural worker and pesticide handler safety program authorized by 40 CFR Part 170, the Worker Protection Standard (WPS). This is accomplished by developing National Program standards and overseeing their implementation by growers and states; providing grants for worker protection program activities; working with USDA/Extension Service, non-profit organizations and others to provide training materials as well as foster the development of training aids and materials. CWPB manages OPP's total effort regarding the Worker Protection Standard regulation which requires agricultural employers to follow prescribed measures to protect their employees in an effort to reduce the risk of pesticide poisoning of workers.

The incumbent serves as a senior staff member in the Certification and Worker Protection Branch by acting as a liaison with other EPA offices, EPA regions, federal and state agencies, and other organizations in all matters regarding OPP's certification of pesticide applicators and worker protection programs. The incumbent is responsible for managing associated program and policy development, implementation, and evaluation activities.

Duties and Responsibilities

The incumbent is responsible for:

1. Identifying policy issues of major significance and assisting in clarifying policy issues raised by others relating to pesticide applicator certification and training and worker protection regulatory activities. Applying technical and expert knowledge of federal and state laws and regulations, to assist in resolving issues by developing policies, regulations, and regulatory amendments that are seen as clear, understandable and feasible. Examples include developing policies to address complex labeling issues, interpreting federal regulatory language, and developing significant rule changes to reflect field implementation issues. The scope of these duties involve important, delicate and/or controversial issues.
2. Researching and analyzing federal and state public health policies, regulations, and programs for the protection of agricultural workers from the occupational health hazards of pesticide exposure. Participating in the negotiation and development of frameworks and strategies for all federal agencies with potential responsibilities or programs that affect worker safety with regard to pesticide exposure and appropriate pesticide use by applicators. This includes negotiating concurrence with strategies by other agencies and obtaining the commitment of these agencies (e.g., Department of Agriculture, Department of Labor, Health and Human Services) to follow certain policies or implement programs.
3. Ensuring that occupational health and safety considerations are represented by being an ombudsman for occupational safety issues with other parts of OPP and the Agency. Engaging in the development of, or at minimum, reviewing Agency pesticide regulations, programs and policies to ensure that opportunities to add worker protection are not foregone or that the action will not increase farm hazards inadvertently.
4. Ensuring that EPA regional and state capacity to implement regulatory requirements is considered by being an ombudsman for applicator training, education and certification issues with other parts of OPP and the Agency. Engaging in the development of, or at minimum, reviewing Agency pesticide regulations, programs and policies to ensure our regional and state partners roles and perspectives are considered.
5. Working directly with EPA regions and states to share and gather information to advance and improve national pesticide applicator certification and training and worker protection programs. Coordinating with outside federal and state agencies and constituent groups, including worker organizations, rural health care providers, growers, grower organizations and the agricultural chemical industry to ensure input into Agency policy and to respond to outside groups' needs for information and consultation.

6. Serving as Project Officer on grants, interagency agreements (IAG) and contracts to develop materials, sponsor workshops, conduct training, and conduct analyses and evaluation of program objectives. This includes monitoring implementation of workplans and work assignments and conducting intermittent progress reviews to ensure implementation is in accordance with agreements, guidelines and commitments.
7. Developing policies for a national pesticide safety training strategy to assist with implementation of the federal worker protection standard. Developing educational and training publications regarding pesticide occupational safety to be used by federal, state and local governments as well as universities and other environmental groups. Developing general information on workers occupationally exposed to pesticides to guide the program -- such as who they are, where they are, who represents them, and how they are faring. Evaluating the effectiveness of safety training programs and materials developed outside the agency for compliance with worker protection standard safety training requirements.
8. Planning and developing EPA program guidance to be used by EPA, other federal agencies, states, growers and others to direct implementation of applicator training and certification activities. Assisting in evaluating state certification plans and amendments based on national criteria and standards established via regulation and guidance. Assisting in the development of communication, education and training publications for applicators. In coordination with USDA Cooperative Extension Service, assist in evaluating training plans and materials for pesticide applicators, as well as training sessions carried out by the Extension Service, based on national criteria and standards established via regulations and guidance.
9. In collaboration with stakeholders, conducting surveys and evaluations to determine the effectiveness of specific provisions and protection programs regarding certification of pesticide applicators and worker protection with the intent to improve national regulatory requirements, policies, and guidance.
10. Other duties as assigned.

Supervisory Controls

The incumbent is supervised by the Branch Chief who sets the overall goals and objectives of the program. Within this framework, the incumbent acts independently or in workgroups or teams to carry out assigned duties. He/She exercises considerable judgement in defining scope of the work, in planning work, in conducting work, in determining the level of involvement of management. Completed work is accepted as being technically authoritative and is reviewed for fulfillment of objectives, effect on overall operation, and contributions to program efforts. Recommendations are typically adopted, and evaluated only for availability of funds/other resources, broad program goals, and national priorities.

Knowledge Required Level 1-8 1550 points

Mastery of both a wide range of qualitative and/or quantitative methods of assessment of program effectiveness coupled with knowledge of applicable laws, policies, regulations and precedents applicable to the division. Knowledge of the major issues, program goals and objectives, work processes, and administrative operations.

Supervisory Controls Level 2-4 450 points

Employee and supervisor develop a mutually acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. Employee is responsible for planning and organizing the study and for informing the supervisor of potentially controversial issues or problems with widespread impact. Completed work is reviewed by the supervisor for compatibility with organizational goals, guidelines, and effectiveness in achieving intended objectives.

Guidelines Level 3-4 450 points

Include management and organizational theories requiring considerable adaptation and/or interpretation for the problems being studied. Also include administrative policies, e.g., program goals and objectives. Uses policies and precedent studies as resources but must work out plans and methods of accomplishing a particular project.

Complexity Level 4-5 325 points

Assignments require analysis of interrelated issues of effectiveness, efficiency, and productivity affecting major programs. Studies are often complicated by the need to consider and evaluate the impact of changes in regulatory requirements; long-range program goals and objectives; political, economic, and social consequences of changes in the type or amount of services provided; or the changing nature of client's perceptions. Employee defines new information requirements, and develops procedures and formats for timely and accurate reporting.

Scope and Effect Level 5-4 225 points

Work purpose is to assess the productivity, effectiveness and efficiency of program operations and their costs. Establishes criteria to measure and/or predict the attainment of program goals and objectives. Completed work contributes to effectiveness, efficiency and productivity of a major agency program.

Persons Contacted 2

Contacts are with employees, supervisor, and managers of the agency, but outside of the immediate office, or employees and representatives of private concerns in a moderately structured setting.

Purposes of Contacts c 180 points

Incumbent encourages and seeks to influence managers to accept and implement findings and recommendations on organizational improvements and program effectiveness. Incumbent may encounter resistance due to issues and organizational conflict, competing objectives, or resolution of problems.

Physical Demands Level 8-1 5 points

The work is sedentary.

Work Environment Level 9-1 5 points

The work is performed in a typical office setting.

Total Points 3190

Grade Conversion GS-13

POSITION DESIGNATION RECORD

AGENCY: EPA PROGRAM: OPPTS/OPP/FEAD

POSITION TITLE: ENVIRONMENTAL PROTECTION SPECIALIST

POSITION DESCRIPTION #: _____

RISK DESIGNATION SYSTEM

I. PROGRAM PLACEMENT:

Impact on Efficiency of Service:
Scope of Operations for Efficiency of Service
Placement (Major, Substantial, Moderate, Limited)

C
1
HIGHEST 2

II. POSITION PLACEMENT:

Risk Factors

Risk Points:

- a. Degree of Public Trust (7-1):
- b. Fiduciary Responsibilities (7-1):
- c. Importance to Program (&-1):
- d. Program Authority Level (&-1):
- e. Supervision Received (7-1):

4
4
4
4
4

TOTAL POINTS 20

III. POSITION PLACEMENT (HR; MR; LR):

NCS LR

Adjustments (Include Computer/ADP Position Risk Criteria):
Comments:

NO ADJUSTMENT

FINAL PLACEMENT (Risk level/Sensitivity level/Access level):

2

*Low Risk
Worthington
5/6/97*

KARLENE T. THOMAS
Signature of Agency Designator

3/27/97
Date